



## **Sustainability Policy**

We are committed to sustainable development (meeting the needs of the present without compromising the ability of future generations to meet their own needs) as a guiding principle within our work. Concern for the environment is an integral and fundamental part of this commitment. Our aim is to reduce the impact on the environment from our operations. Our environmental/sustainability policy is as below.

### **Principles**

Our Sustainability Policy is based upon the following principles:

- promote responsibility for the environment within the organisation and communicate and implement this policy at all levels within the workforce
- reduce the use of energy, water and other resources
- minimise waste by reduction, re-use and recycling methods
- comply with all relevant environmental legislation/regulation
- ensure that our policies and services are developed in a way that is complimentary to this policy
- not prioritise funding needs ahead of sustainability requirements
- identify and provide appropriate training, advice and information for staff and encourage them to develop new ideas and initiatives
- provide appropriate resources to meet the commitments of this policy
- promote and encourage involvement in local environmental initiatives/schemes

### **Practical steps**

In order to put these principles into practice we will:

#### ***Travel and meetings***

- The workforce will work remotely to reduce all carbon emissions from travelling to and from a work office base and reducing carbon footprint.
- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Travel to mainland Europe within a 1000km radius will normally be undertaken by train unless unfeasible due to location, time, cost. Inclusion of the full costs of more sustainable forms of transport in client proposals, rather than the least cost option which may involve



## **Sustainability Policy**

travelling by car or air. Where the only practical alternative is to fly, we will include costs for full air fares rather than budget airlines in our financial proposals.

- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- Work with local, (within 50 mile radius), associates and partners where applicable.

### **Events**

- Venue finding clients will only be presented with event venue options that have valid sustainable/green credentials.
- Planned venue visits with clients effectively to maximise visits per journey and where possible travel with client.
- When holding our own events we will select venues with sustainability accreditations and that allow delegates to attend with a minimum impact on the environment.

### **Technology**

- Ensure continued roll out of electronic records document management system and online services initiatives to reduce need for paper
- Avoid the use of paper wherever possible, sending invoices and quotes via email as PDF files. Use cloud-based storage.

### **Energy**

- reduce the use of energy, water, and other resources by turning off all lights and electrical goods when not in use and overnight. Use of light sensors and low energy bulbs where possible.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.

### **Reuse & Recycle**

- Recycle as much waste material as possible
- Reuse wastepaper (from the printer) where possible, making use of the blank side for notes etc.
- Recycling equipment that is no longer of use to the company. For example, giving away items such as computers and printers that we no longer use.



## **Sustainability Policy**

### **Purchases**

- Purchase products made with recycled paper. For example, paper towels, printer paper, cards.
- Purchase products with a lower environmental impact. For example environmentally safe soaps and detergents.
- Purchase fair-trade and/or organic beverages.
- Promotional materials purchased to be reusable, recyclable, or sustainable source
- Avoid plastic where possible if not ensure recyclable.

### **Working practices and advice to clients**

- Undertake voluntary work with the local community and / or environmental organisations and make donations to seek to offset carbon emissions from our activities.
- Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
- Include a copy of our Sustainability Policy is available to all of our clients.